IBM ThinkPad T61 FAQ's

Laptop Specs

1. What is the hardware configuration of the IBM Think Pad T61?

- FDU ThinkPad T61 Widescreen
- Genuine Windows® XP Professional
- Intel® Core™2 Duo 2.0GHz
- 14.1" Display
- 802.11 a/b/g
- Integrated Gigabit Ethernet
- 1GB RAM
- 100GB Hard Drive
- Multiburner drive
- 128MB nVIDIA Quadro NVS
- Embedded Security Subsystem 2.0

Do I need to keep the box?

2. Do I need to keep the box, user manuals and packaging materials that I received along with my laptop?

NO! We no longer need to return the ThinkPad in its original box and packaging materials in three years as we have in the past.

What do I do first?

3. What are the first things that I should do in order to use my new laptop computer?

- Charge the battery completely before using. (*See FAQ #14 for Battery information)*
- Browse through the Setup Guide and read this FAQ.

Where do I save my files?

4. Where do I save my files?

You must store all of your files (word processing, spreadsheets, presentations, etc.) in the **"My Documents**" folder, which is located on the **D: drive**. By saving all of your personal files on the **D: drive**, you will safely prevent your files from being erased during any future re-imaging.

What is re-imaging?

5. What is re-imaging?

Re-imaging is the process of using your laptop's **C: drive** for installation of an operating system and university licensed software. As we provide updates and solve problems, the method of re-imaging simply wipes out what you currently have on your laptop's **C: drive** and replaces it with the updated software installation on your laptop. The actual re-imaging takes only ten minutes to be completed by a computer center staff member.

BIOS Setup

6. Should I setup a password in the BIOS?

NO! DO NOT GO INTO THE BIOS SETUP! We cannot change, erase or reset any password that you may create in the BIOS. If you put a password in the BIOS setup, only IBM can fix it and they will charge FDU to do so.

Returning the laptop

7. When should I return my laptop?

You will be returning your laptop when either the lease is up or if you are leaving the University. If you are leaving the University, please return the laptop computer to the Center for Teaching and Learning with Technology. You will be notified when the lease has expired.

How do I set the date and time?

8. How do I set the time and date?

Your computer's internal clock may not be set on the correct time when you first turn the laptop on. Check the time box (clock) at the bottom right of the screen (on the taskbar). If you need to change the time, click on **Start=>Settings=>Control Panel**. Then double click on the icon **Date/Time** and set the correct time, date and time zone.

How do I turn the laptop on?

9. How do I turn the laptop on?

Before you turn the laptop on for the first time, make sure that the battery is fully charged *(see FAQ#16*). Then either with the laptop still plugged in or running on battery power, release the LCD screen (cover) by sliding the LCD latch located on the right front of the ThinkPad cover and pulling up. Once the LCD screen is open, press the power **On** switch, which is labeled with a white dot and located above the keyboard (*see the Setup Guide for a diagram*). The laptop will take over a minute to boot up, so **please do not press any keys during this process**. When the laptop is finished the desktop will be displayed and you may begin to work.

How do I use the mouse?

10. How do I use the trackpoint (mouse)?

The trackpoint or mouse is a red/orange round ball on the laptop's keyboard. Using your finger (with a small amount of pressure), you can guide the pointer around the screen. The left and right mouse buttons are located below the keyboard. The central mouse button is used in conjunction with the trackpoint to scroll up and down the screen in certain applications. There is also a touchpad with a second set of left and right mouse buttons below the track point buttons if this is more convenient.

How do I shut my laptop off?

11. How do I shut my laptop off?

In order to turn off your laptop properly and safely, you must follow these steps:

- Exit all applications.
- Logoff any networks if necessary.
- Click on **Start**=>**Shut Down…**
- A dialog box will appear asking what you want to do. Click on **Shut down** and then click **OK**.
- It will take a few seconds for the laptop to automatically turn off.
- Once the screen becomes black, you may close the laptop.

How do I turn my laptop off in an emergency?

12. How can I turn my laptop off in an emergency?

If at any time you cannot shut down the computer properly (*see FAQ#12*) you can do it manually by holding the **On** switch (labeled with a white dot and located above the keyboard) for 5-7 seconds.

13. What can I do if my computer screen freezes up on me?

If you are working on your laptop and suddenly the screen freezes and you cannot proceed to work, we suggest that you try walking away from the machine for approximately 5-10 minutes. If you return and the screen is still frozen you can try simultaneously pressing the **Ctrl**, **Alt**, and **Delete** keys and selecting Shut Down from the pop-up window. If this does not work, follow *FAQ#12*.

Battery Information

14. How do I charge the battery?

- Do not turn the laptop computer on!
- Connect the AC Adapter cable (the round yellow end) into the power jack on the computer.
- The power jack is round and yellow and located on the rear panel of the ThinkPad labeled with the following symbol:
- Plug the other end of the AC Adapter into an outlet

15. How do I know that the battery is charging?

The battery status lamp shows the status of the battery pack. This indicator is located on the top cover of the computer (keep laptop closed). While the light is orange or blinking green, the battery pack is being charged. If the battery status lamp is green, then the battery is fully charged. It will take approximately one hour to charge the battery.

16. When do I recharge the battery?

The system status indicators located below the laptop's monitor (when the LCD screen is open) display the different states that the computer may be in. The light next to the battery symbol takes on different colors to indicate the status of the battery. The laptop will beep three times when it needs to be charged.

Indicator Color	Battery Status
Green	Battery is fully charged.
Blinking Green	The battery is being charged but enough power remains for operation.
Orange	The battery pack is being charged but the battery power is still low.
Blinking Orange	The battery pack needs to be charged. When the indicator starts blinking orange, the computer will beep three times.

17. How can I check how much battery power I have left?

When the laptop is open and on, there is a battery symbol on the taskbar that indicates the percentage of battery power available. A pop-up will display the approximate amount of time of battery power that is left when you hover over the battery symbol with your mouse. Additional information and settings are available by clicking on the battery and selecting options from a pop-up menu.

18. When I'm using my laptop computer should I keep it plugged into an outlet?

If you are using the ThinkPad at home or in the office where an outlet is easily accessible then keep it plugged in. Otherwise, use it on battery power! That is the purpose of a laptop computer, so you can use it almost anywhere (in the classroom, on an airplane, on the beach, in bed, etc.).

How do I access the network on-campus?

19. How do I access the campus network?

Your laptop is equipped with a wireless network card that will automatically connect to the network if possible. There are a number of locations on-campus that are wireless-enabled. Wireless access will eventually be expanded throughout the entire campus. You will be required to login to the wireless network with your Webmail account when you run Internet Explorer.

If you are on-campus in a location that does not have wireless access, you can use a gray Ethernet cable to connect your laptop to the campus network to a network jack in your office or classroom. Before turning your laptop on, plug one end of this gray cable into the silver Ethernet jack located on the left side of your laptop and the other end of the cable into the data jack on the wall.

Through a network connection and without a Novell account, you will be able to browse the Internet, open **FDU Systems** to access the alpha server (an alpha account is needed), Datatel (a Datatel account is needed) and Library Services. You can also run the program **Ws_ftp32** (*see FAQ#33 for more information on **FDU Systems** and **Ws_ftp32***).

To use any of the applications in the **Network Enabled Software** folder or to save/retrieve files from your Novell account, you must login to the Novell network. You will be automatically prompted for a Novell username and password as long as you have a network connection (either through wireless access or a cable).

How do I access the Campus Network from home?

20. Can I access the FDU campus network from home?

You can use your own Internet Service Provider at home to browse the **Internet** and use **Webmail** to send and receive email (*see FAQ#28*).

In order to run any of the programs in the **Network Enabled Software** folder, you must be logged onto the Novell network. Therefore, you **cannot use these applications outside of the FDU campus**.

Can I plug my laptop into a digital phone line?

21. Can I plug my laptop into a digital phone line?

NO! If you plug a digital phone line into your laptop, you can blow out the modem.

Please make sure that you are using an analog phone line before plugging in your computer. Most households have analog phone lines while most hotels have digital phone lines. Therefore, please be careful. If you are at a hotel and you are not sure whether you have an analog or digital phone line call the front desk (some hotels have warning labels on the telephones). At FDU, most of the telephone lines (such as the multi-line models) are digital so please do not use them. FDU phones with brand names such as Panasonic, Meridian and Northern Telecom of phones are generally digital.

Why do I need to have a network account?

22. Why do I need to have a Network Account?

Novell (on-campus):

- To use the applications in the folder **Network Enabled Software**
- To access your personal Novell network directory (Novell)
- To print to a network printer (Novell)

Alpha (on-campus or at home with an ISP):

- To upload or download files and web pages

Where do I apply for a network account?

23. Where do I apply for an Alpha and/or Novell account?

You can apply for either one or both of these accounts through the academic computer computing centers on your campus.

How do I print?

24. How do I print?

- First, you must load the printer driver that corresponds to the printer you are using.
- In order to install a printer driver click on **Start=>Settings=>Printers** then double click **on Add Printer** and follow the **Add Printer Wizard**.
- If you use a local printer (i.e.-there is a cable that directly connects your computer to your printer), you need to plug your printer cable into the USB port on your laptop. If you have a desktop computer connected to your printer, just take that end of the cable and plug it into your laptop's USB port. The USB ports are located on the left side of your laptop. laptop (*see diagram below*). Contact Computing Services if you own an older printer that takes a serial port connection.
- If you do not have a direct connection to your printer, you will need to login to the network to print.

Software

25. What basic software is installed on my new laptop computer?

The new laptops are installed with basic software including: Windows XP, Microsoft Office Suite 2003 (Word, PowerPoint, Excel, Access, etc.), Netscape's Internet browser, Microsoft's Internet Explorer, a Novell network client, and an anti-virus program. (*For more information on the additional software added on your laptop, see FAQ#29*).

26. What program should I use for word processing?

Microsoft Word 2003. You can start Word by single clicking the application icon on the taskbar, double-clicking the desktop icon, or selecting it from the Start menu.

27. Do I need to access the campus network or have a network account to use these basic applications?

No. You can work on most of the computer applications on your laptop without ever entering the campus network or having network accounts. The programs that you do need to access through the campus network and need network accounts to use are explained later in this FAQ.

How do I send or receive my FDU email?

(Webmail)

28. How do I send or receive my FDU email?

FDU's email system is called Webmail. It is a mail server that accepts mail from other people and stores it for later viewing by you. Webmail accounts can be created online at **http://webmail.fdu.edu**.

You may choose to download messages to your local hard drive (using POP) or leave your mail on the server (using IMAP). Detailed information is available on-line at **http://webmail.fdu.edu** by first clicking the **Main Documentation** link and then **Overview** and **Quick Start**. Additional documentation for account creation is available at http://score.fdu.edu/email.html.

It is possible to use email clients (e.g. Pine, Pegasus, Netscape, Outlook) with the Webmail server. Detailed directions regarding the settings required by these programs are available online from http://webmail.fdu.edu by first clicking the **Main Documentation** link and then clicking **Email Clients**.

However, you have the option of accessing your e-mail using the web-based interface at http://webmail.fdu.edu. No configuration is needed and e-mail can be accessed from anywhere with an Internet connection and a web browser (e.g. Netscape or Internet Explorer). Documentation on using the web-based interface is available through the Office of Educational Technology.

Technical support for creating accounts and using Webmail can be obtained by telephone at **973-443-8822** or by e-mail to **fdutac@fdu.edu**. You will be prompted for your Datatel ID/Employee Number which can be found on your FDU ID card.

29. What do I do if there is software on the campus network that I do need to have access to?

If there is software that is not in **Network Enabled Software** and **FDU Systems** that you need from the campus network, please contact UTAC at **973-443-8822** or **fdutac@fdu.edu**. Please note that **proper** licensing is required.

30. What if I don't use my computer for an extended period of time?

If your laptop is plugged into an outlet, nothing will happen. It will never go into standby or hibernate mode unless you choose to do this manually.

If you are running on battery power, the monitor will turn off after 1 hour, the hard drive will turn off after 20 minutes. It will not go into standby or hibernate mode unless you choose to do this manually.

Missing Software

31. What is suspend mode?

This state stops all operations of the computer to reduce power drain and restrict access to your files. If you close the cover of the laptop while the laptop is on, the computer will automatically enter suspend mode. You can also induce suspend mode by holding down the **Fn** key on the keyboard while pressing the **F4** key.

Power Settings

32. How do I exit out of suspend mode?

If the laptop was open when it entered suspend mode, just hold down the **Fn** key. If the laptop's cover was closed, opening it will automatically exit suspend mode. The laptop will take approximately 20 seconds to return, so **please do not press any keys during this process**. If you were on the network you will need to reenter your username and password.

Suspend Mode

33. What are the advantages of using suspend mode?

The main advantage for entering suspend mode is that it will return you back to the application that you were working on in a fraction of the time that it would take to turn the machine off and then on again. At the same time, you are retaining your active programs and data with minimal power drain. For example, while on battery power if you wanted to carry your laptop without turning it completely off, you would place it in suspend mode. You just need to either close the cover or hold down the **Fn** key on the keyboard and press the **F4** key. Then to exit from suspend mode, just open up the laptop's cover. If you were on the network, you will have to reenter your username and password.

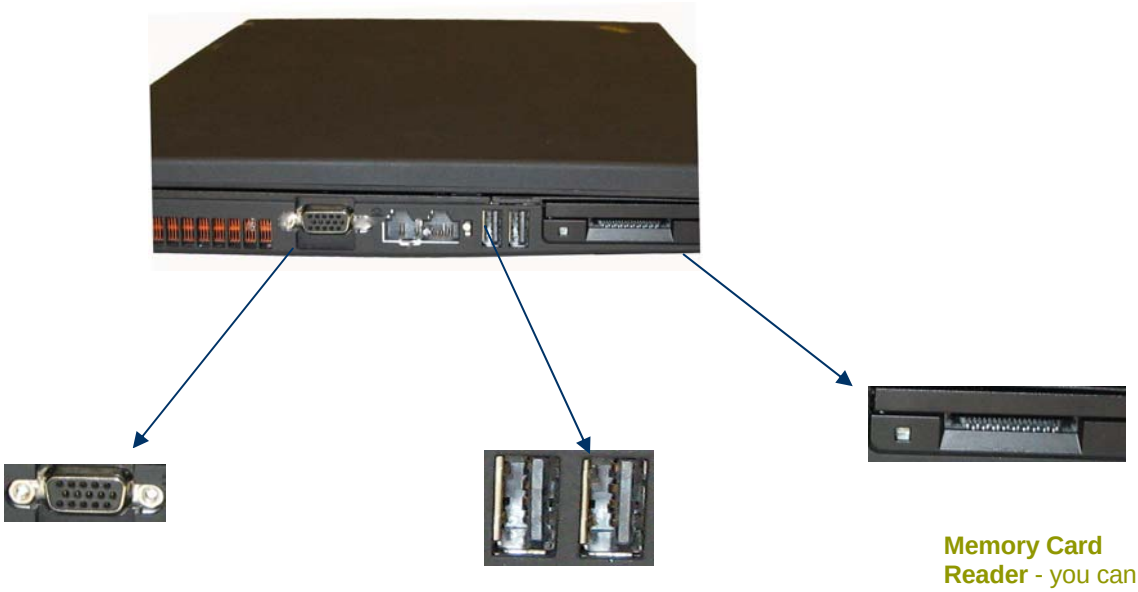
Hibernation Mode

34. What is hibernation mode?

Hibernation state stops all tasks and saves all data to the hard drive. To enter this mode, hold down the **Fn** key on the keyboard and press the **F12** key. To resume your session, press the power button for no more than 4 seconds.

38. Can I attach an external monitor, keyboard, mouse, etc. to the ThinkPad?
Yes, see diagrams below:

Attaching External Hardware



VGA Monitor OUT - located on along the right hand side of the laptop to attach an external monitor or a projector to your laptop.

USB - The Universal Serial Bus connectors are used for connecting USB interface-compatible devices, such as a printer or digital camera.

Memory Card Reader - you can insert a number of memory card formats like SD cards which can be read by the computer.